

## INSTRUCTIONS

1. Each page of this report shows an industry description and a list of individual work locations. Begin by reviewing the industry description at the top of the page.
2. Use the address, county or other geographic unit, approximate employment, and any other printed information to identify each work location.
3. Complete Parts A, B, and C for each work location.

**PART A:** Check whether the location *mainly* serves the general public or other businesses, or *mainly* supports other locations of your company.

- **Serves the general public or other businesses** means that the products and services are intended for anyone: individual consumers, other businesses, institutions, and organizations.
- **Serves other locations of your company** means that the location does *not* serve the general public, but instead operates in support of other locations of your company. These are usually special-purpose locations such as headquarters, regional management offices, warehouses, accounting offices, data processing offices, research and development laboratories, computer maintenance facilities, repair shops, security offices, employee recreation facilities, and similar facilities.

**PART B:** See if the industry at the top of the page describes the *main* activity in the past 12 months at each work location. The answer can be "YES" even if the location's activities do *not* include everything listed in the description.

- *If Yes*..Check "YES" and go on to the next location.
- *If No*...Check "NO." Continue with Part C.

**PART C:** If you answered "NO" to part B, describe the *main* business activity in the past 12 months at this location. Please be as detailed as possible so that we can assign an accurate industry code.

- If this location deals in *goods or products*, what are the products, and what is done with them? For example, do you design, manufacture, sell directly to consumers, distribute to wholesalers, install, repair, or do something else with them? Is the merchandise new or used?
- If you *manufacture* products, what are the primary materials and the *main* production methods?
- If you provide *services*, please describe in detail what those services are, and whether your clients are businesses, individuals, or a combination of the two. If this is construction, is the work mostly residential or nonresidential?

**CLOSED OR SOLD LOCATIONS.** If a location has been **closed** or **sold**:

- Draw a line through the information above part A.
- Write "Closed" or "Sold" and the date this took place.
- In part C, describe the business activity at this location if it was different from the industry description at the top of the page.
- If this location was *sold*, please provide the name of the company that made the purchase and that company's Unemployment Insurance account number, if you know it.

**ADDITIONAL LOCATIONS NOT LISTED.** Does the company have additional locations that use this Unemployment Insurance account number that are not listed on the following pages? If so, please attach a separate sheet with the following information for each location.

- List the address.
- Describe the business activity, using the guidelines provided for Part C above.
- *If you have purchased the location from another company*, also provide the name of the company that sold the location and that company's Unemployment Insurance account number, if you know it

4. **QUESTIONS?** For questions concerning this form, contact the state agency listed on the front of this page.
5. **RETURN THE FORM.** Return the completed form within 14 days to the address in Item 5 on the front of this page.

Thank you for your cooperation!